



ENFIELD ISLAND VILLAGE TRUST
Board Meeting
Tuesday 18th October 2016 8:00 pm
MINUTES & ACTIONS

Enfield Island Village Trust

Present	Initials	Role and Organisation
Vincent Green (Chair)	VG	Trustee, EIVT
Paul King (Secretary)	PK	Trustee, EIVT
Jacqui Bainbridge	JB	Trustee, EIVT
Andrew College (Treasurer)	AC	Trustee, EIVT
Jay Paramanathan (Vice Chair)	JP	Trustee, EIVT

In Attendance	Initials	Role

Apologies	Initials	Role
Mark Turner	MT	Trustee, EIVT

Item No	Discussions		
1	Welcome and Apologies Meeting opened, Trustees were welcomed and apologies were recorded.		
2	Declarations of interest There were no declarations of interest.		

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Item No	Discussions	Action/Decision	Timescale
3	<p>Minutes from the Previous Meeting and update on actions PK has uploaded meeting minutes to Google Drive, and will advise sharing options once the options have been investigated. Microsoft OneDrive was also discussed as an alternative.</p> <p>Appointment of Accounts Examiner; IP has prepared the accounts. AC is to meet with The Independent Examiner on 20/10/2016 to discuss audit services and obtain fee information. Initial discussions have highlighted the tight timescale for preparing a report.</p> <p>Footbridge anti-slip strips; VG to obtain further information from managing agent regarding the large difference in the quotes received.</p> <p>Appointment of trust solicitor; JP has sent requests for information (RFI) to potential firms regarding services and fees, to be returned to him by the end of this week.</p> <p>Rental of properties owned by the trust; Current rental status will be discussed with the Interim Manager at our next meeting on 19th October.</p> <p>Building insurance for Community Centre; MT to report back.</p> <p>Clearance of Duckweed from canal arm and basin; The managing agent has instructed the contractor, H2O ltd, to proceed with this work. PK noted that there is now significantly less duckweed on the canal arm.</p>	<p>PK to advise best use of Google Drive</p> <p>AC</p> <p>VG</p> <p>JP</p> <p>MT</p>	<p>25/10/2016</p> <p>20/10/2016</p> <p>25/10/2016</p> <p>21/10/2016</p> <p>19/10/2016</p> <p>25/10/2016</p>
4	<p>Update on risk register JP suggested a second worksheet be added to the Excel Workbook to record any risks that had been removed from the register.</p> <p>JB asked if financial risks should be added to the Risk Register. It was agreed ant any risks foreseen by trustees should be presented to the board where a decision will be made whether to add the risk or reject it.</p>	<p>JP</p>	<p>25/10/2016</p>

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5	<p>Trustee Indemnity Insurance 1 Quotation has been received. Board agreed to get additional quotes.</p>	JP	25/10/2016
6	<p>Manging Agent Contract VG updated the board on contract negotiations. The board agreed that the final contract would be reviewed by the Trust's solicitors before being signed.</p>	VG	21/10/2016
7	<p>Employment contracts The board were given an update on confidential employee matters.</p>		
8	<p>Bank accounts The interim Manager has advised the trustees that Hoare and Co wished to close the account that they had opened on our behalf. The Management agent will open an account for rentcharge payments. New accounts will be needed for trust reserves, Community Centre management and rental income. Security arrangements will need to be discussed with the appointed bank to ensure compliance with our standing orders. AC agreed to investigate opening accounts.</p>	AC	25/10/2016
9	<p>Rentcharge queries Confidential details of an individual's rent charge account were discussed.</p> <p>The trustees agreed that the layout of the rent charge statements to residents would be reviewed to make sure it is clear and easy to understand.</p> <p>The trustees agreed to seek legal advice regarding the new debtor policy.</p>	<p>VG to write to the resident</p> <p>JB to review</p> <p>JP</p>	<p>01/11/2016</p> <p>01/11/2016</p> <p>01/11/2016</p>
10	<p>Building on trust land rear of Haldane Close and Fogarty Close The trust has received a complaint that a resident has extended decking from their garden on to trust land next to the flood relief channel. The management agent will be asked to assess the situation and report back.</p>	VG to instruct the managing agent	25/10/2016

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11	<p>Date of next meeting with Interim Manager. Possible dates 19th and 26th October were proposed</p>	VG to confirm meeting date and time	19/10/2016
12	<p>AOB</p> <p>Standing Orders; Trustees discussed the draft standing orders document. Several amendments were discussed and agreed. A full review and approval of the standing orders will be added to the agenda for a future meeting.</p> <p>Data Protection policy JB suggested that the Trust should have a data protection policy and agreed to draft the policy for review at a later board meeting.</p>	<p>JP to amend Standing Orders</p> <p>JB to draft Data Protection Policy</p>	<p>25/10/2016</p> <p>25/10/2016</p>
13	<p>Date of next meeting Tuesday 25th October 8:00 pm at EIV Community Centre</p>		